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ABSTRACT

This assessment package was designed to facilitate the identification and appraisal of the learning resources and services that are provided to handicapped and other disadvantaged students at two-year colleges. The instrument helps evaluate services available to the following student populations: blind and partially sighted students; deaf and hearing-impaired students; students in wheelchairs, including those with multiple handicaps; ambulatory handicapped; educationally disadvantaged students; students with native languages other than English; foreign students; and students with mental or psychological disorders, learning disabilities, alcoholics, or drug addicts. Each assessment section requires the evaluator to record information about total number enrolled, numbers in component groups, whether enrollments have or are expected to increase or decrease, and the names of staff members providing assistance to the students. It then contains checklists of learning resources and services already available, forms to record results of interviews with students, and plan to effect change. (MB)

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ED164035

NEEDS ASSESSMENT PACKAGE
FOR
LEARNING RESOURCES SERVICES
TO
HANDICAPPED AND OTHER
DISADVANTAGED STUDENTS

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College: _____

Prepared By: _____

Date: _____

Developed by the Committee on Services to Disadvantaged Students,
Community and Junior College Libraries Section, Association of
College and Research Libraries, 1978.

JC 790 042

Preface:

Two-year colleges have always been concerned with the needs of the individual student. There have been students with special needs attending these institutions in the past and the learning resources programs have adapted services to meet their needs. The number of such students have not, however, been large. It has only been in recent years that the larger institutions have had significant numbers of such students enrolled. The passage of Public Law 94-142, The Education for All Handicapped Children Act, in 1975, and the issuance of regulations for implementing the law in 1977 have implications for learning resources services that suggest, in fact almost demand, that each campus learning resources program reappraise its services to such students.

This assessment package was designed to facilitate this reappraisal on each two-year college campus. It assumes that some services are already provided either by the learning resources program, the counseling staff, or by some other campus unit. It requires the identification of such existing services as well as the target group of students to be served as the foundation upon which decisions can be based. It also recognizes the effect of the application of Section 504 of the Rehabilitation Act of 1973 upon facilities; only those facilities relating to the learning resources programs are considered in this assessment package.

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SECTION I: BLIND AND PARTIALLY SIGHTED STUDENTS)

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__
2. Component groups
Totally blind students _____ (Read Braille _____)
Partially sighted _____ (Read Braille _____)
(Able to read large print books _____)
(Able to read print with magnification _____)
3. In the past three years the enrollment of such students has
_____ increased _____ remained stable _____ decreased
4. In the next three years the enrollment of such students is
expected to _____ increase _____ remain stable _____ decrease
5. Name of counselor assigned to work with these students
6. Name of other faculty or staff members providing regular
assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

✓ Fully available
 p Partially available
 n Not available but
 needed

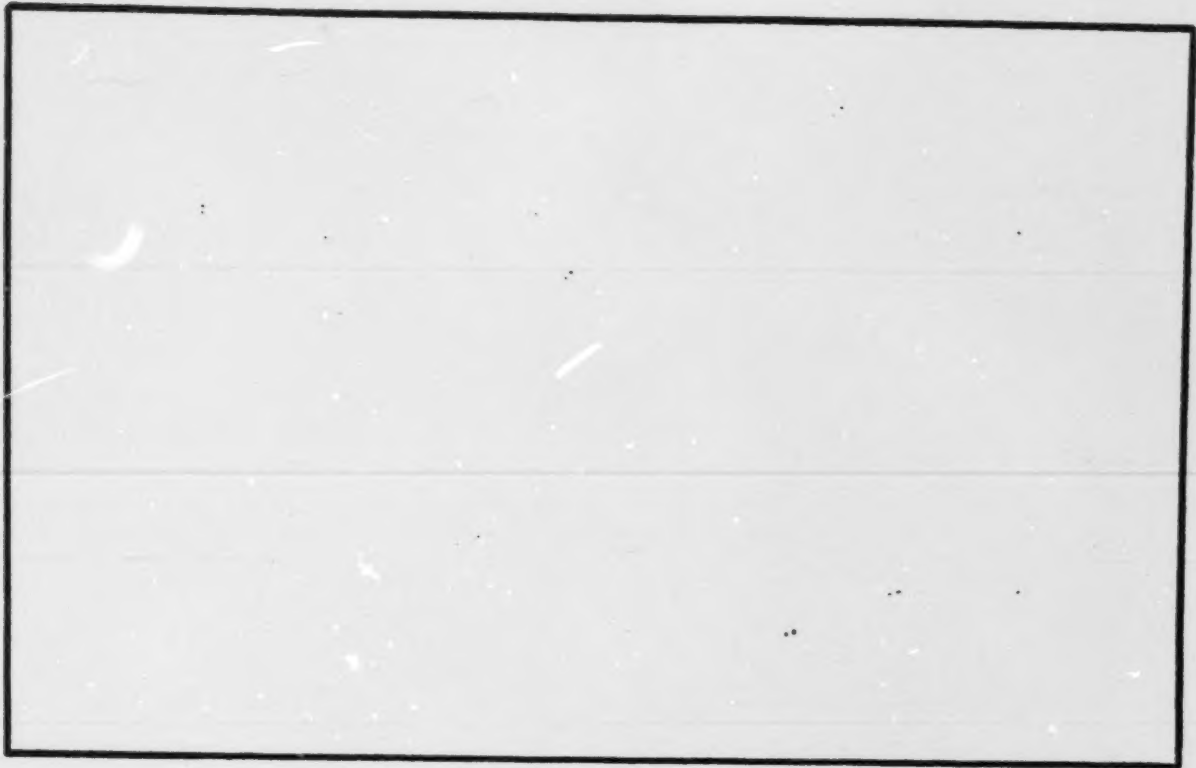
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Braille learning resources guide Braille catalog Braille books Braille directional signs (esp.elevators) Braille periodicals					
Large print books and periodicals Books for the blind services Sound recordings for listening Braille typewriters Braillers for student use					
Typewriters for use of blind Cassette recorders for use of blind Reading glass enlargers Apollo laser enlarger Optacon equipment					
Campus mobility orientation tours Library mobility orientation tours Oral transcription of textbooks Brailleing of classroom handouts Brailleing of tests					
Space for tutor/student reading Tactile or auditory message signs Transcription of classroom materials to tape or Braille Index look-up service					
Recording rooms Assistance with card catalog Assistance with reference needs Special inter-library loan provisions Liaison with state office for blind					
Special orientation programs Tutors available Readers available Special transportation available Special counselors available					
Special vocational training provisions Typing training for blind Guide dogs allowed					

C, Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

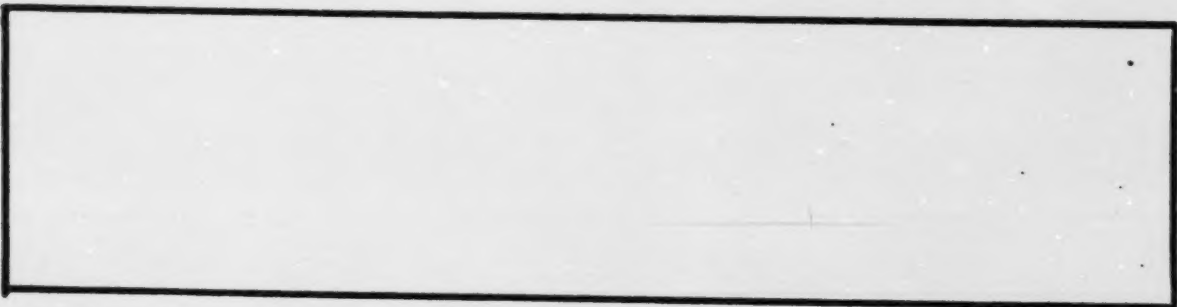
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

--

SECTION II: DEAF AND HEARING-IMPAIRED STUDENTS

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__
2. Component groups
(Number using manual communication _____)
(Number using lip-reading as well as manual communication _____)
(Number using lip-reading as well as oral speech _____)
(Number using hearing devices _____)
3. In the past three years the enrollment of such students has
_____ increased _____ remained stable _____ decreased
4. In the next three years the enrollment of such students is
expected to _____ increase _____ remain stable _____ decrease
5. Name of counselor assigned to work with these students
6. Name of other faculty or staff members providing regular
assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

✓ Fully available
 p Partially available
 n Not available but
 needed

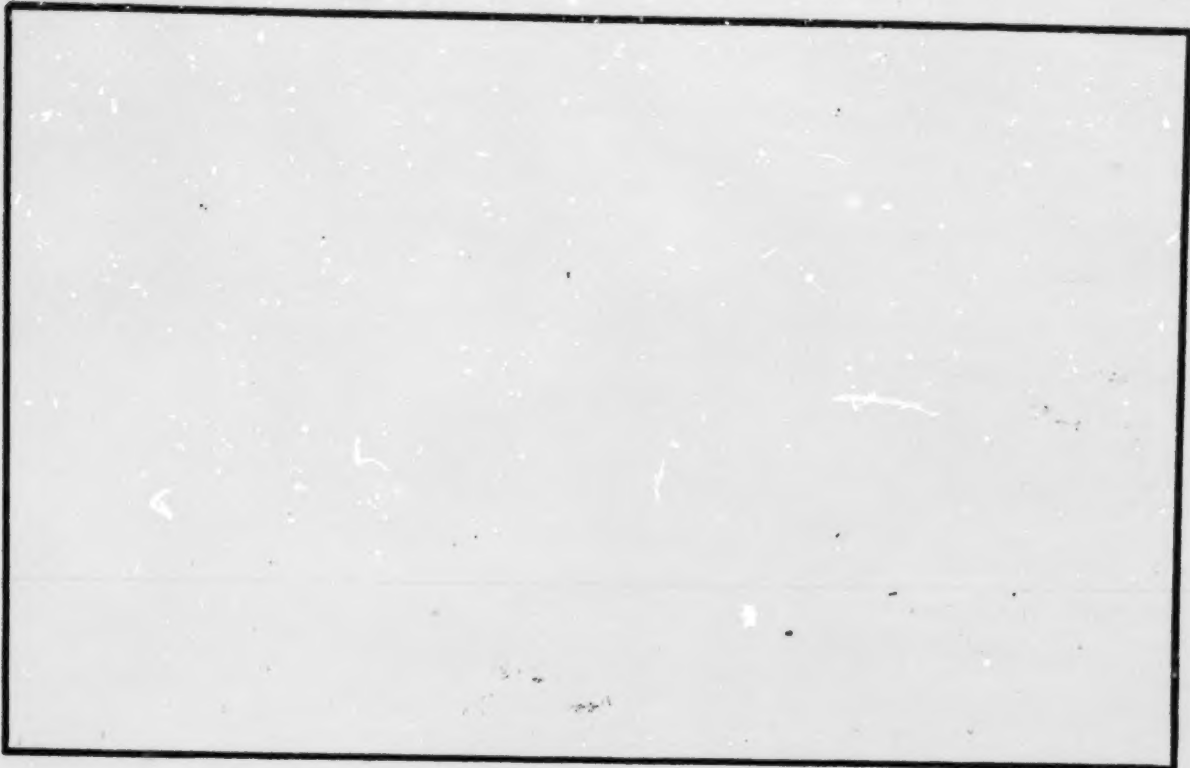
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Captioned films Captioned filmstrips Captioned videotapes Sign-language videotapes Staff trained in sign language					
TTY services Special tutoring programs Special orientation programs Production of signed audiovisual materials					
Interpreters for classrooms Special counselors Special vocational training programs Visible hazard and emergency warning signs					
Special oral training programs Classes in sign language					

C. Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

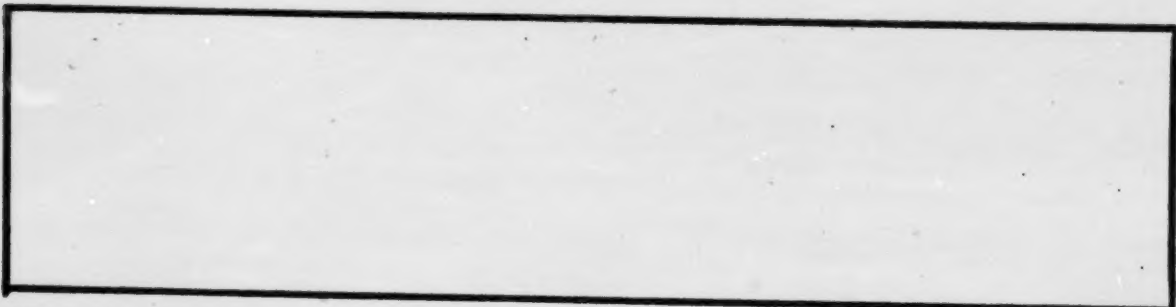
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

--

SECTION III: STUDENTS IN WHEELCHAIRS, INCLUDING STUDENTS WITH MULTIPLE HANDICAPS

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__
2. Component groups
 - (Students with only non-ambulatory difficulties which confine them to wheel-chairs_____)
 - (Students with both non-ambulatory difficulties and coordination/manulative handicaps_____)
 - (Students with non-ambulatory difficulties and other difficulties besides coordination_____)
3. In the past three years the enrollment of such students has
 _____ increased _____ remained stable _____ decreased
4. In the next three years the enrollment of such students is
 expected to _____ increase _____ remain stable _____ decrease
5. Name of counselor assigned to work with these students
6. Name of other faculty or staff members providing regular
 assistance to these students (either voluntarily or as part
 of an instructional program)

Sources of above information:

✓ Fully available
 p Partially available
 n Not available but
 needed

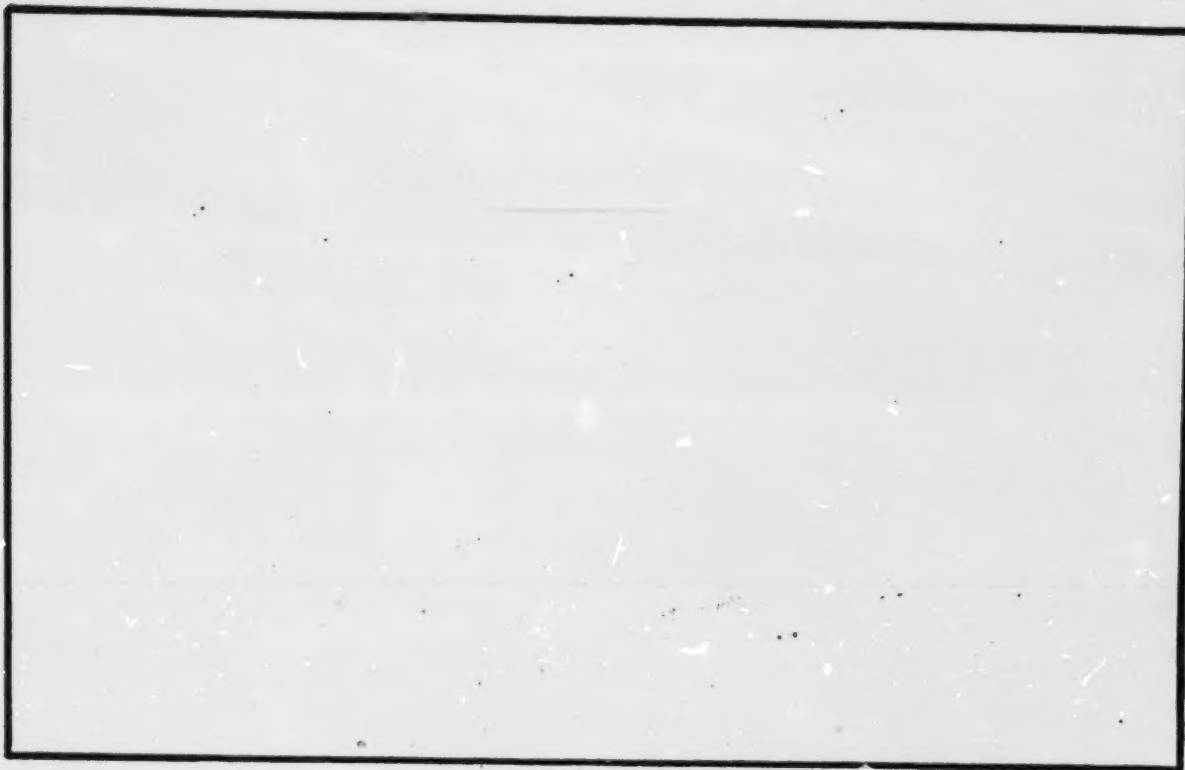
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Tape recording services Card catalog assistance Shelf retrieval assistance Special reference assistance Cassette duplication services					
Cassette recorders Space for tutor/reader assistance Elevators Building ramps Tables at wheel chair heights					
Turnstyle alternatives Typewriters Home dial access Special orientation programs Special transportation services					
Special physical education provisions Campus mobility tours Learning Center mobility tours Toilet facilities Staff awareness training programs					
Wide entry-slow doors Locker services Pusher assistance with wheelchairs Low telephones accessible to wheelchairs					

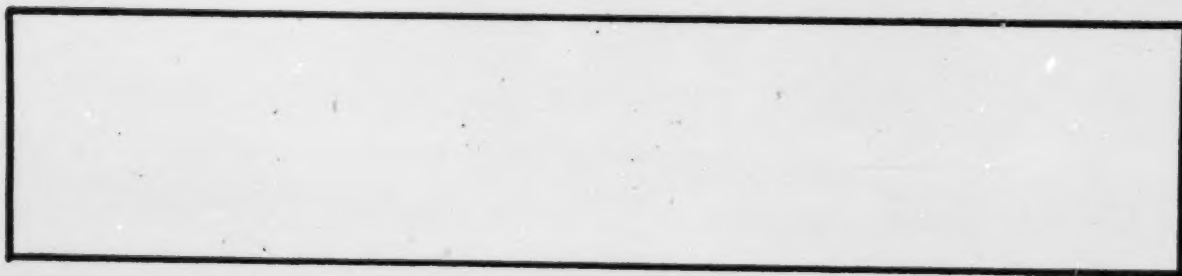
C, Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

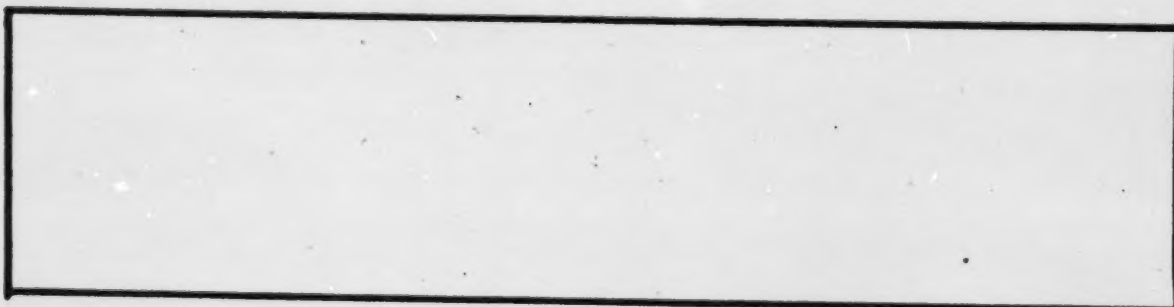
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

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SECTION IV: AMBULATORY HANDICAPPED

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__
2. Component groups
(Students using crutches or braces _____)
(Students with artificial limbs _____)
3. In the past three years the enrollment of such students has
_____ increased _____ remained stable _____ decreased
4. In the next three years the enrollment of such students is
expected to _____ increase _____ remain stable _____ decrease
5. Name of counselor assigned to work with these students
6. Name of other faculty or staff members providing regular
assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

✓ Fully available
 p Partially available
 n Not available but
 needed

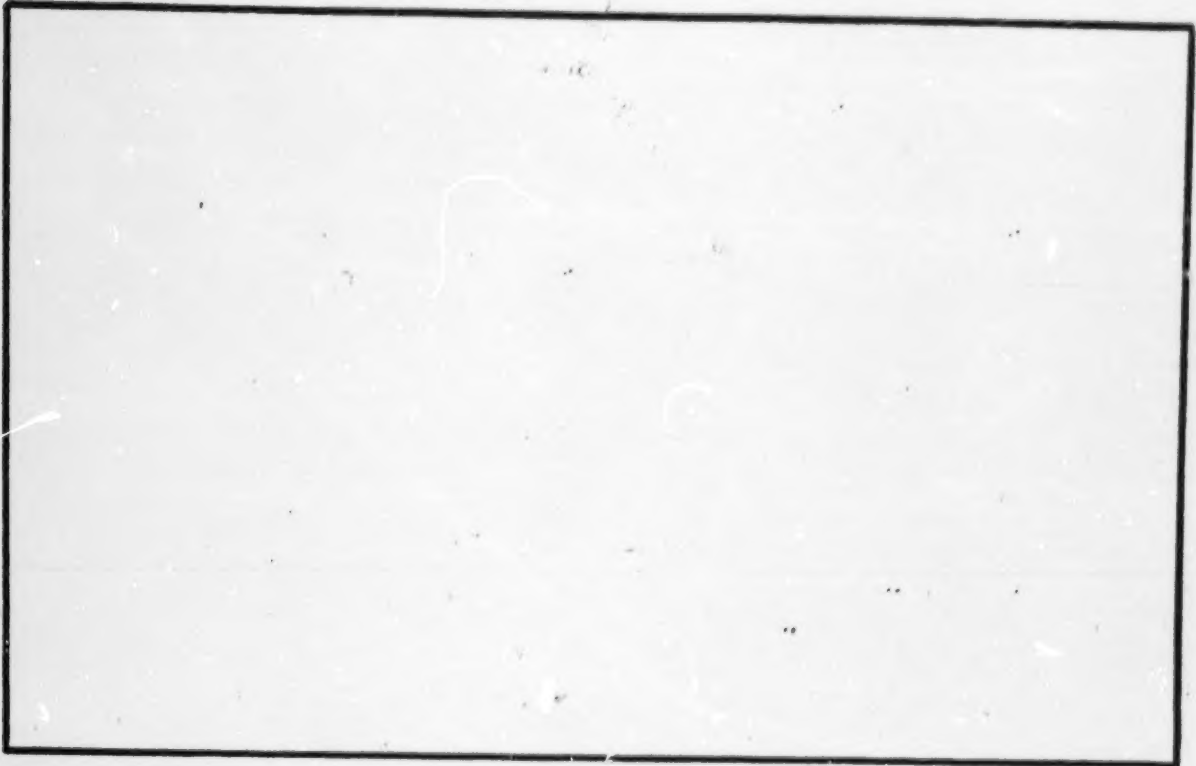
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Card catalog assistance Shelf retrieval assistance Special reference assistance Elevators Building ramps					
High consultation tables (stand-up type) Staff awareness training programs Wide entry-slow doors Locker services					

C. Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

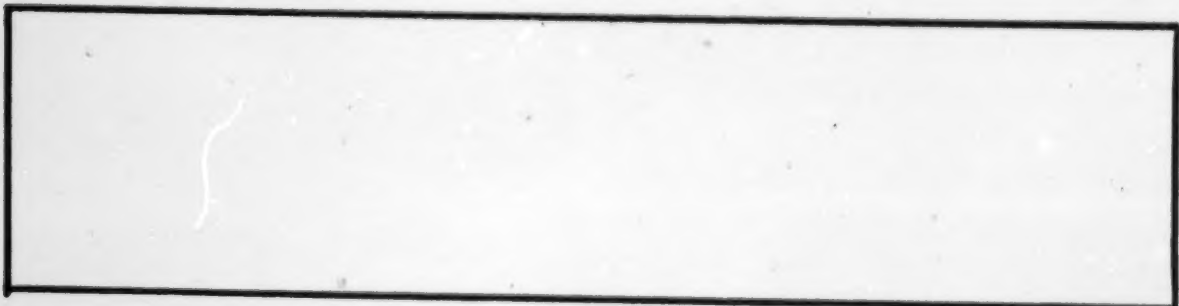
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

--

SECTION V: EDUCATIONALLY DISADVANTAGED STUDENTS

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__

2. Component groups

(Students scoring below ____ on ACT or ____ on SAT _____)*

(Students not high school graduates _____)

3. In the past three years the enrollment of such students has

____ increased ____ remained stable ____ decreased

4. In the next three years the enrollment of such students is

expected to ____ increase ____ remain stable ____ decrease

5. Name of counselor assigned to work with these students

6. Name of other faculty or staff members providing regular

assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

*As defined by the institution

✓ Fully available
 p Partially available
 n Not available but
 needed

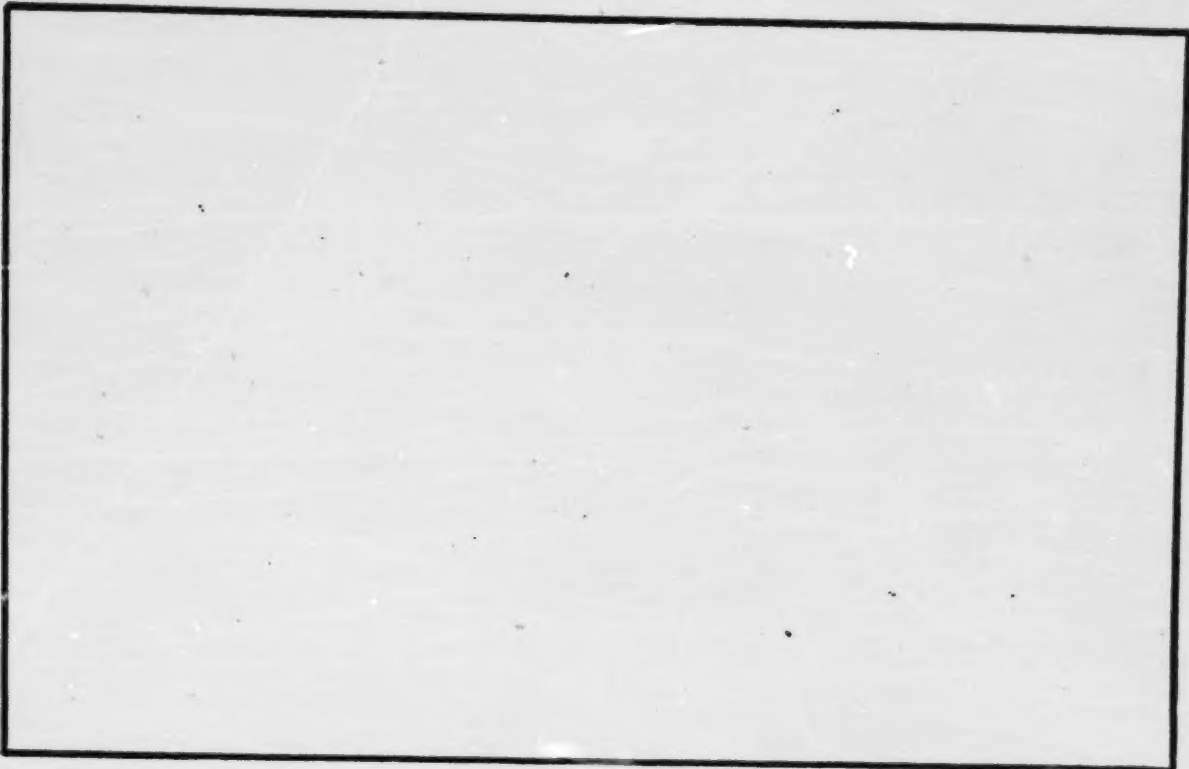
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Collection of adult basic vocabulary books Self-guided library tours Readers advisory services Special orientation programs					
Remedial reading programs Individualized instruction laboratory Study skills laboratory Individualized listening facilities Sound recordings for listening					
Tutoring services Telephone information services					

C. Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

--

SECTION VI: STUDENTS WITH NATIVE LANGUAGES OTHER THAN ENGLISH

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19 _____

2. Component groups

(Spanish-speaking students _____)
(Vietnamese-speaking students _____)
(_____ -speaking students _____)
(_____ -speaking students _____)

3. In the past three years the enrollment of such students has

_____ increased _____ remained stable _____ decreased

4. In the next three years the enrollment of such students is

expected to _____ increase _____ remain stable _____ decrease

5. Name of counselor assigned to work with these students

6. Name of other faculty or staff members providing regular
assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

✓ Fully available
 p Partially available
 n Not available but
 needed

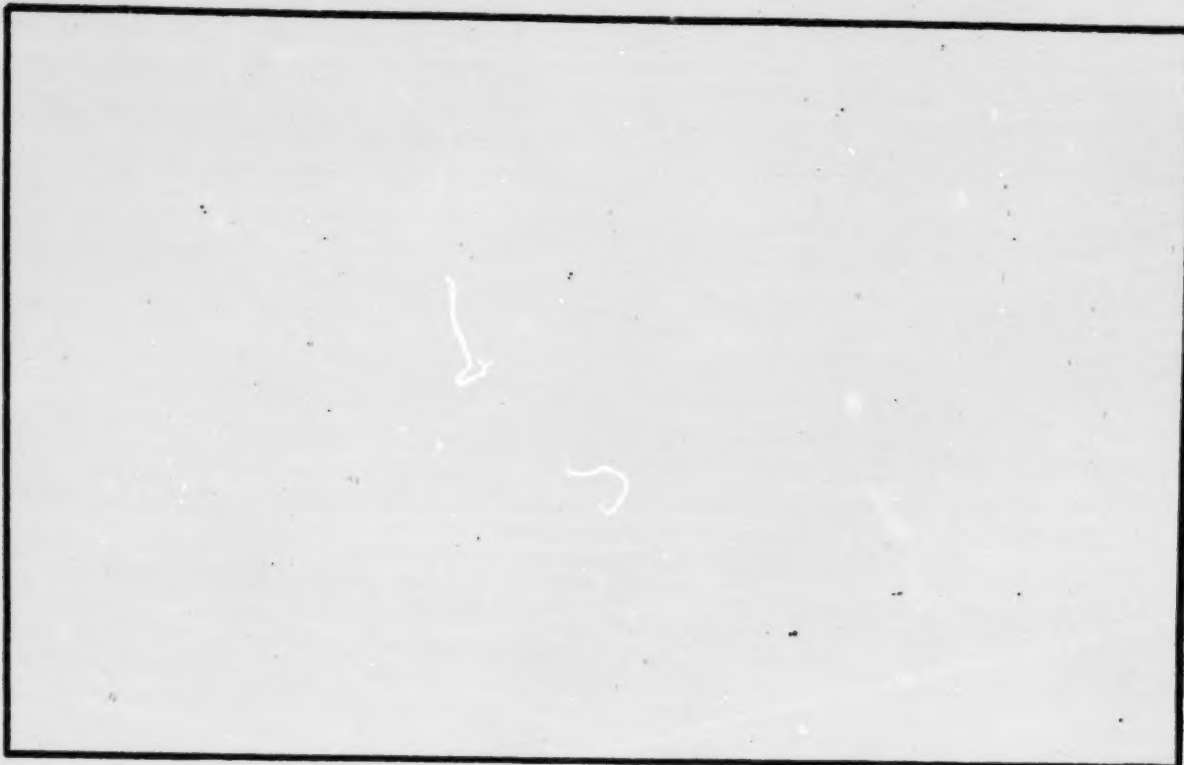
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Bilingual books Books in language spoken Bilingual cassette recordings Bilingual videocassette recordings Subscriptions to journals in language spoken					
English as a second language classes Special orientation programs Tutors available Individualized instruction laboratory Study skills laboratories					
Dictionaries in language spoken and bilingual					

C, Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

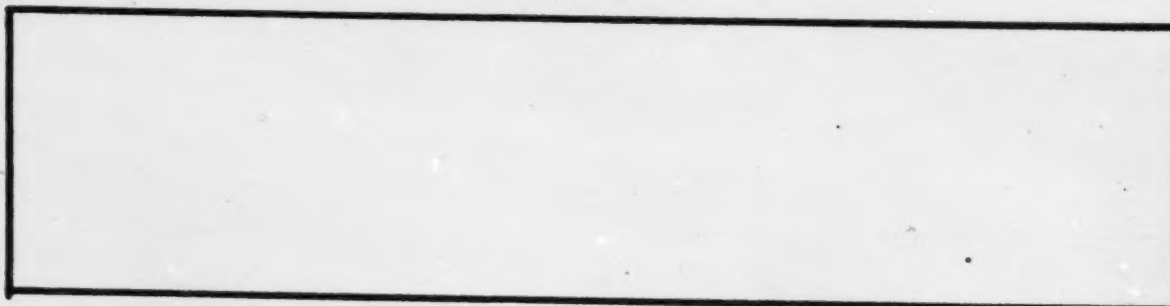
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

--

SECTION VII: FOREIGN STUDENTS

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__
2. Component groups (list by countries involved)
3. In the past three years the enrollment of such students has
____ increased ____ remained stable ____ decreased
4. In the next three years the enrollment of such students is
expected to ____ increase ____ remain stable ____ decrease
5. Name of counselor assigned to work with these students
6. Name of other faculty or staff members providing regular
assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

✓ Fully available
 p Partially available
 n Not available but
 needed

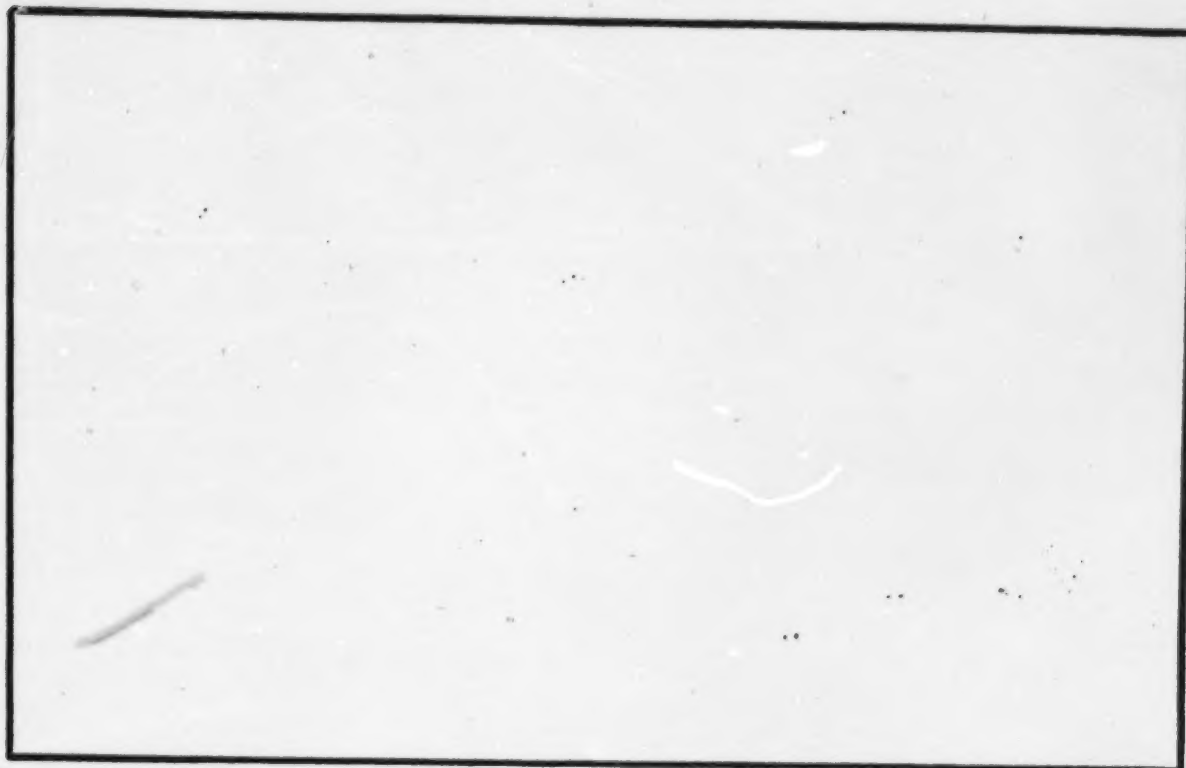
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Bilingual books for major countries Books in English about major countries Subscription to journal in language of major countries Foreign student advisor					
English as a second language classes Special orientation programs Tutors available Individualized instruction laboratory Study skills laboratories					
Readers advisory services Bilingual dictionaries in major languages represented Interpreters available					

C. Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

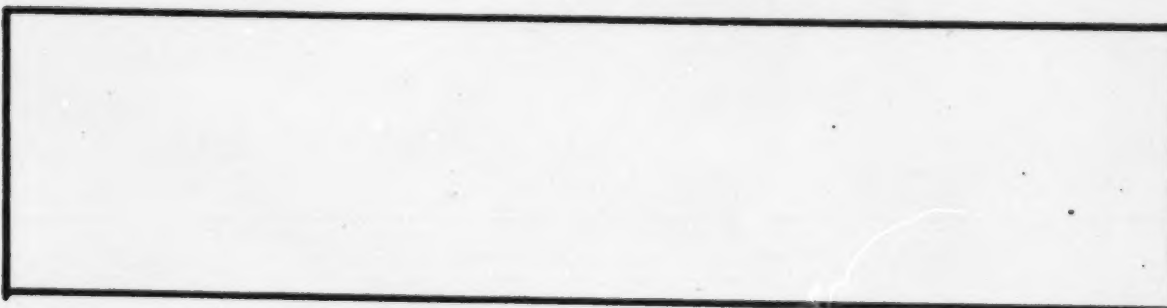
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E, Plan to effect changes requiring little additional expenses



F, Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

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SECTION VIII. STUDENTS WITH MENTAL OR PSYCHOLOGICAL DISORDERS, LEARNING DISABILITIES, ALCOHOLICS, OR DRUG ADDICTS.*

A. Student population

1. Total number enrolled _____ Semester (Quarter) _____ 19__
2. Component groups
(Mental or psychological problems _____)
(Current or past alcoholics or addicts _____)
3. In the past three years the enrollment of such students has
____ increased _____ remained stable _____ decreased
4. In the next three years the enrollment of such students is
expected to _____ increase _____ remain stable _____ decrease
5. Name of counselor assigned to work with these students
6. Name of other faculty or staff members providing regular
assistance to these students (either voluntarily or as part
of an instructional program)

Sources of above information:

*Section 504 identifies such students as handicapped.

✓ Fully available
 p Partially available
 n Not available but
 needed

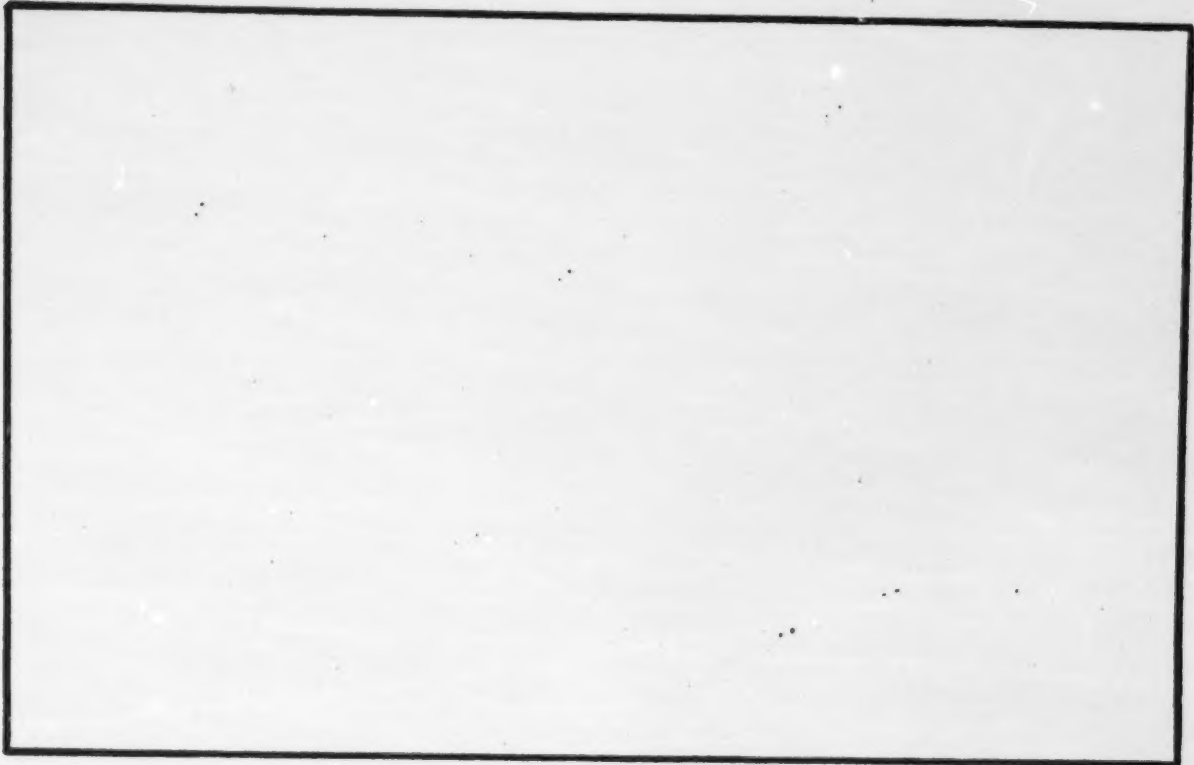
B. Campus resources and services available already.

Item	LRC	Coun- seling			
Books on mental and psychological disorders Books on alcohol and drug usage Availability of psychological counselor Special counselor					
Special orientation programs Individualized instruction laboratory Study skills laboratory Tutoring services Library/Learning Center policies					

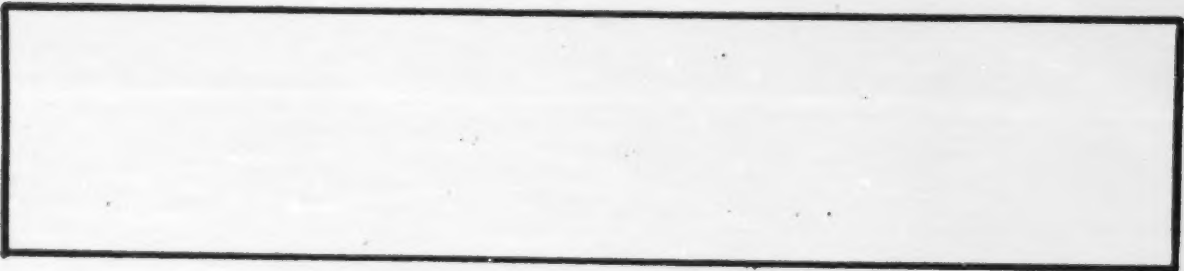
C, Report of interview with students

Name of student	Needs which might be met by the Learning Resources Program expressed by the student

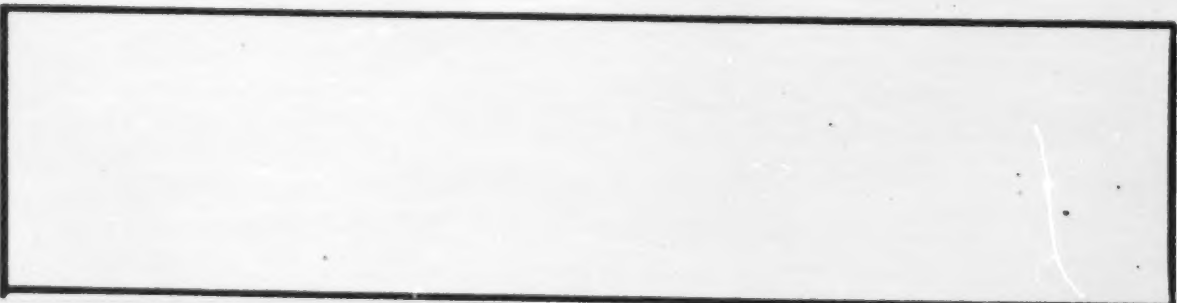
D. Library/ Learning Resources Center physical facilities needing modification to meet student needs



E. Plan to effect changes requiring little additional expenses



F. Plan to effect changes requiring major expenditures



G. Services to initiate or expand to meet student needs

Specific services	Costs involved		
	mini- mal	mode- rate	major*

*Require budget planning and/or capital outlay

H. Staff assignments to plan and develop these services:

--